

Directions for completing the new Progress Reports

The progress reports are due to the SPOE/Service Coordinator at the beginning of the 3rd, 5th, 9th and 11th month. Below are instructions on how to complete each field in the form. Once the form is complete, you must save the document and can name the file for easy retrieval for example: Jane Smith 3Q.

The form states: "Please submit electronically by saving and emailing to the SPOE office and to the Service Coordinator." You should send to your local SPOE office following their specific procedures for submitting progress reports. All SPOEs do things a little different so if you need clarification of who/where to email the information, contact your service coordinator.

If you are added to the plan, you are still responsible for adhering to the same timelines as the other team members for progress reports. For example: If your specialty is added at the 6-month review, you will make your first progress report at the 9 month date. You should mark this as the 9 month report like other team members.

Child's Information: This is quite self-explanatory by the fields available. If the child has an adjusted age, please fill it in. You may list the ICD-9 code in this area.

Report Date: This should be the date you complete the form. Please mark which report period you are commenting on for the child.

Family Information: Please list the information in the fields. For kids with multiple household addresses, please list the primary parent.

Provider completing this report: This is your contact information.

Team Information: Please list all team members. You may include email addresses under "Other Team Members" if you would like. Be sure to include the physician.

IFSP and Service Delivery Information: List the IFSP date and your frequency as listed on the IFSP. "New Authorization for this reporting period...?" This refers to 30 day start date. If your specialty was added

after the initial or 6 month, you should comment on when you first saw the child.

Number of completed visits: per quarter reporting

This is true for Number of missed visits. Make-up visits can only be during the same week of scheduled visit. For example: Family calls to cancel on Tuesday due to child being sick. You can visit on Thursday the same week. You would note this in this area.

Review of progress report with family: This will be a future date. You complete the report on 4-2 and your next visit is 4-9. You will list the 4-9 date and reflect your review with the family on your Face-to-Face sheet. "Left/reviewed a copy of the 3rd month progress report with family during therapy session."

Outcome Review: Please list the outcome. You may paraphrase. You have about one line for typing. (More space cannot be added to the PDF, however, with the rich text format, you have unlimited space.) You should only be commenting on outcomes where your discipline is listed and circled on the outcome page. For example: If you are a DT, you would not be listed on an outcome about feeding issues.

Outcome Progress: Check the box that is appropriate for the child's progress towards achieving the outcome.

Narrative: You may write a narrative discussing the three specific skills or you may list the skills then write a short narrative to include any additional information you feel is needed. You have a limited field of @600 words. The field in the rich text is unlimited. It is suggested you only write information as it pertains to the outcome. Any additional information may be listed under additional notes. Please be sure you use family friendly terms that all team members will understand.

Next Steps: Comment on what you feel should happen next by marking the appropriate box.

Additional Notes: You have an additional four lines to add more notes in the PDF format. This can be used to complete your narrative if needed.

Provider/Date: This is where you will type your name and date. You should only do this on the last outcome page. For example: if you are writing a report that includes 2 outcomes, you may only "sign" the last page. Print off after saving and sign your signature in ink to the last page and keep for your records. (You will keep the original of each progress report in the child's working file.)

Send completed progress report electronically to all team members. You may mail a copy of the report to the physician.